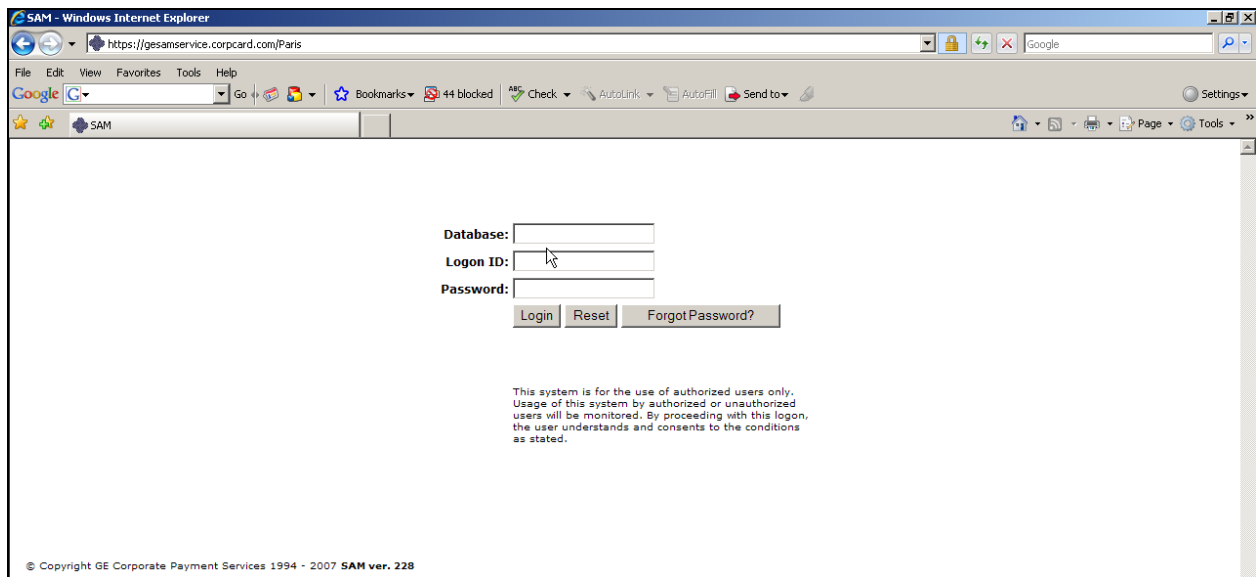


SAM – Monthly Cardholder/Company Statement

You will need to run this report every month since this is considered your monthly statement from GE. It shows your agency's cardholders and their purchases/credits made during the billing period. You can also use this when you want to see transactions for a particular period of time. You will need to first sign into SAM; <https://gesamservice.corpcard.com/Paris>



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://gesamservice.corpcard.com/Paris>. The page contains a login form with the following fields and buttons:

- Database:
- Login ID:
- Password:
- Login
- Reset
- Forgot Password?

Below the login fields, there is a disclaimer:

This system is for the use of authorized users only. Usage of this system by authorized or unauthorized users will be monitored. By proceeding with this logon, the user understands and consents to the conditions as stated.

At the bottom left of the page, the copyright notice reads: © Copyright GE Corporate Payment Services 1994 - 2007 SAM ver. 228

“Database” is: *northdakota2*

“Login ID” is given to you by the State Program Administrator at OMB (SPA)

“Password” is a temporary password that is also given to you by the SPA. Once you sign in, you will be prompted to change your temporary password, or you can change it your self by clicking on “Change Password/E-mail on the Home page of SAM.

State of North Dakota

Home Administration Configuration Query Reports Transaction Administration Change Password/E-mail Help Logoff

Welcome, 11000 Doreen Schumacher

Current Activity

Messages
No messages

Completed Reports and Queries

Description	Type	Completion Date
-------------	------	-----------------

Favorite Reports and Queries

Name	Description	Creation Date	Type	Scope
As Desc	Lists all transactions made by individual cardholders for a specified date range, organized by post date, transaction date, merchant name, MCC, or total cost.	11/21/2006	Transaction Detail	Private
AUDIT - MCC Codes Restricted	MCC Codes Liquor, Betting, Escort	11/20/2007	Query Wizard	Private
Audit - MCC Limits		01/25/2007	Query Wizard	Public
AUDIT - NDFRD1 Transactions	NDFRD1 MCC Transactions for Period of Time	11/20/2007	Query Wizard	Private
AUDIT - Trans over \$2500	Transactions over 2500 for current acct cycle	11/20/2007	Query Wizard	Private
employees id transactions for a period		03/13/2007	Query Wizard	Private
		03/12/2007	Query Wizard	Private

Links

- [ND Purchasing Card Information](#)
- [State Pcard Administrator](#)
- [NetApps \(the online application\)](#)

Policy Compliance

For future use.

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Click on "Reports" and then "Report Wizard"

State of North Dakota

Home Administration Configuration Query Reports Transaction Administration Change Password/E-mail Help Logoff

Welcome, 11000 Doreen Schumacher

Report Wizard
Saved Reports

Current Activity

Messages
No messages

Completed Reports and Queries

Description	Type	Completion Date
-------------	------	-----------------

Favorite Reports and Queries

Name	Description	Creation Date	Type	Scope
As Desc	Lists all transactions made by individual cardholders for a specified date range, organized by post date, transaction date, merchant name, MCC, or total cost.	11/21/2006	Transaction Detail	Private
AUDIT - MCC Codes Restricted	MCC Codes Liquor, Betting, Escort	11/20/2007	Query Wizard	Private
Audit - MCC Limits		01/25/2007	Query Wizard	Public
AUDIT - NDFRD1 Transactions	NDFRD1 MCC Transactions for Period of Time	11/20/2007	Query Wizard	Private
AUDIT - Trans over \$2500	Transactions over 2500 for current acct cycle	11/20/2007	Query Wizard	Private
employees id transactions for a period		03/13/2007	Query Wizard	Private
		03/12/2007	Query Wizard	Private

Links

- [ND Purchasing Card Information](#)
- [State Pcard Administrator](#)
- [NetApps \(the online application\)](#)

Policy Compliance

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Open up the "Cardholders" Folder and choose "Cardholder/Company Statement". On the right hand side of the screen there is a report description.

State of North Dakota

Home Administration Configuration Query Reports Transaction Administration Change Password/E-mail Help Logoff

Report Wizard -- Select a report

Please select a report and click "Next" to go to the next step.

Available Reports	Selected Report
<ul style="list-style-type: none"> Reports Administrative Cardholders <ul style="list-style-type: none"> 45 Day Delinquency Report Account Spend and Delinquency Cardholder Listing Cardholder MOC Code Mapping-Detail Cardholder MOC Code Mapping-Summary Cardholder Rollups Cardholder Rollups By Organization Cardholder Summary Cardholder/Company Statement Cash Advance Detail Cash Advance Summary Default Accounting Codes Inactive Accounts Never Used Accounts By Organization Never Used Accounts Summary 	<p>Report Title: Cardholder/Company Statement</p> <p>Report Description: Each cardholder's total transactions for a date range. Includes name, account #, post and transaction date, merchant location and transaction amount. Summarizes the total number of transactions, debits, and credits.</p>

Next >>

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Click "Next"

At this point you can "Select All" for all your cardholders or you can choose a cardholder by just clicking on their name.

Click "Next"

Select the radio button "By Billing Cycle". The dates are already predefined.

State of North Dakota

Home Administration Configuration Query Reports Transaction Administration Change Password/E-mail Help Logoff

Cardholder/Company Statement Report Wizard, Dates Selection

Please select Date(s) to be applied for the Cardholder/Company Statement Report and click "Next" to go to the next step.

Transaction Post Date

☐ Quick Select: Current Month
☒ By Billing Cycle: 11/03/2007 to 12/03/2007
☐ By Accounting Cycle: 11/03/2007 to 12/03/2007
☐ By Month: January
☐ By Quarter: Quarter 1
☐ By Year: 2007
☐ User defined entry: [] to []

<< Previous Next >>

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If you want a report for a certain period of time, select the radio button "User defined entry" and enter the date range you want to see.

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[Query](#)
[Reports](#)
[Transaction Administration](#)
[Change Password/E-mail](#)
[Help](#)
[Logoff](#)

Cardholder/Company Statement Report Wizard, Dates Selection

Please select Date(s) to be applied for the Cardholder/Company Statement Report and click "Next" to go to the next step.

Transaction Post Date

☐ Quick Select: Current Month
 ☐ By Billing Cycle: 11/03/2007 to 12/03/2007
 ☐ By Accounting Cycle: 11/03/2007 to 12/03/2007
 ☐ By Month: January
 ☐ By Quarter: Quarter 1
 ☐ By Year: 2007
 ☒ User defined entry: 09/01/2007 to 11/30/2007

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Click “Next” Here you can choose different sorts. The default sort is Post Date – Ascending.

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Cardholder/Company Statement Report Wizard, Sorting and Other Selections

Please specify sorting and other criteria for the Cardholder/Company Statement Report and click "Next" to go to the next step.

Sort by: Post Date Ascending

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[Next >>](#)

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Click “Next” You will see the criteria you have chosen. At this point you can “Run Now” or “Save”. It might be good idea to save this report because it is one that you will need to run on a monthly basis for audit purposes. If you check the box that says “Create bookmark on homepage” – this report will appear on your homepage when you open up SAM under Favorite Reports and Queries (right hand side of screen).

State of North Dakota

Home Administration Configuration Query Reports Transaction Administration Change Password/E-mail

Help Logoff

Save Report

Name: Monthly Statement Report	Report Summary																																		
Description: Each cardholder's total transactions for a date range	Selected Organizations/Cardholders																																		
<input checked="" type="checkbox"/> Create bookmark on homepage	<table><thead><tr><th>Name</th><th>Type</th></tr></thead><tbody><tr><td>BACKER, LINDA S</td><td>Cardholder</td></tr><tr><td>BERG, RONDA K</td><td>Cardholder</td></tr><tr><td>BRINTNELL, JOHN</td><td>Cardholder</td></tr><tr><td>DOLL, BRYAN</td><td>Cardholder</td></tr><tr><td>ERBSTOESSER, DAVE</td><td>Cardholder</td></tr><tr><td>GLASSER, ERICK</td><td>Cardholder</td></tr><tr><td>HAID, LOREN</td><td>Cardholder</td></tr><tr><td>HALL, RAY</td><td>Cardholder</td></tr><tr><td>HILL, BRUCE</td><td>Cardholder</td></tr><tr><td>JOB, THOMAS</td><td>Cardholder</td></tr><tr><td>LACOE, KEITH</td><td>Cardholder</td></tr><tr><td>LEINGANG, JIM</td><td>Cardholder</td></tr><tr><td>MERTZ, MARVIN</td><td>Cardholder</td></tr><tr><td>RENNICK, KEN</td><td>Cardholder</td></tr><tr><td>SHARKEY, STEVE</td><td>Cardholder</td></tr><tr><td>STOLIER, WAYNE</td><td>Cardholder</td></tr></tbody></table>	Name	Type	BACKER, LINDA S	Cardholder	BERG, RONDA K	Cardholder	BRINTNELL, JOHN	Cardholder	DOLL, BRYAN	Cardholder	ERBSTOESSER, DAVE	Cardholder	GLASSER, ERICK	Cardholder	HAID, LOREN	Cardholder	HALL, RAY	Cardholder	HILL, BRUCE	Cardholder	JOB, THOMAS	Cardholder	LACOE, KEITH	Cardholder	LEINGANG, JIM	Cardholder	MERTZ, MARVIN	Cardholder	RENNICK, KEN	Cardholder	SHARKEY, STEVE	Cardholder	STOLIER, WAYNE	Cardholder
Name	Type																																		
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RENNICK, KEN	Cardholder																																		
SHARKEY, STEVE	Cardholder																																		
STOLIER, WAYNE	Cardholder																																		
Transaction Post Date																																			
Type	Value																																		
Billing Cycle	11/03/2007 - 12/03/2007																																		
Sorting																																			
Sort Field	Sort Type																																		
Post Date	Asc																																		

Save Cancel

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After clicking “Save”, it will take you back to this screen. The report defaults to a PDF file, but you can also choose Word or Excel from a drop down list to export the file into.

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Home Administration Configuration Query Reports Transaction Administration Change Password/E-mail

Help Logoff

Report Wizard, Review Cardholder/Company Statement Report

Please review Cardholder/Company Statement Report parameters and select your next action. You can either go to previous steps to change report criteria, run the report and immediately view the results, or you can save and/or schedule the report.

Selected Organizations/Cardholders	
Name	Type
FELCH, PATRICIA	Cardholder
LUND, JANIS M	Cardholder
WEHRT, EILEEN	Cardholder

Transaction Post Date	
Type	Value
Billing Cycle	11/03/2007 - 12/03/2007

Sorting	
Sort Field	Sort Type
Post Date	Asc

Export Filetype	
(PDF Only)	
(PDF Only)	
Word Document (RTF)	
Excel Spreadsheet (XLS)	

<< Previous Run Now Save Schedule

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Click “Run Now”

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Home Administration Configuration Query Reports Transaction Administration Change Password/E-mail Help Logoff

Cardholder/Company Statement Report Results

Save a Copy Search Select 143% Search Web Adobe Reader 7.0

Cardholder/Company Statement
 Grouped by Organization, Name
 Sorted By Post Date Asc

Transaction Post Date Between 11/03/2007 And 12/03/2007

SAM 1.00 Seed Data User ID: dschumac
 Printed: 12/21/2007 04:52:58 pm

Organization
 Cardholder Name
 Account Number

Post Date Tran Date Merchant Name Merchant Location Transaction Amount

1 of 5

<< Previous Export View Full Screen

Click on "Export"

Cardholder/Company Statement					
Grouped by Organization, Name					
Sorted By Post Date Asc					
Transaction Post Date Between 11/03/2007 And 12/03/2007					
SAM 1.00 Seed Data				User ID: dschumac	
				Printed: 12/21/2007 04:52:58 pm	
Organization	Cardholder Name	Account Number	Post Date	Tran Date	Merchant Name
Merchant Location					
Transaction Amount					
11010 OMB - FAC MGMT					
BERG, RONDA K					
XXXXXXXXXX209922					
	11/05/2007	11/04/2007	UPS 0000566526	800-811-1648, GA 30328	\$232.12
	11/07/2007	11/06/2007	SPRINGBOK SERVICES INC	303-3974261, CO 80112-5889	\$887.26
	11/07/2007	11/06/2007	AACTION MOVERS	7012235535, ND 58501	\$1,567.00
	11/08/2007	11/06/2007	ND SAFETY COUNCIL INC	701-2236372, ND 58501	\$30.00
	11/08/2007	10/11/2007	PITNEY BOWES CREDIT	203-922-4458, CT 06926	-\$501.00
	11/08/2007	10/11/2007	PITNEY BOWES CREDIT	203-922-4458, CT 06926	-\$3,399.00
	11/08/2007	10/11/2007	PITNEY BOWES CREDIT	203-922-4458, CT 06926	-\$4,293.00
	11/08/2007	10/11/2007	PITNEY BOWES CREDIT	203-922-4458, CT 06926	-\$48.00
	11/08/2007	10/11/2007	PITNEY BOWES CREDIT	203-922-4458, CT 06926	-\$495.00
	11/12/2007	11/11/2007	UPS 0000566526	800-811-1648, GA 30328	\$197.89
	11/19/2007	11/16/2007	ELECTRONIC COMMUNICATI	BISMARCK, ND 58501	\$55.00
	11/19/2007	11/18/2007	UPS 0000566526	800-811-1648, GA 30328	\$358.01
	11/19/2007	11/17/2007	ALLTEL PHONE PAYMENT	800-255-8351, AR 72202	\$83.25
	11/19/2007	11/17/2007	AIA MEMBERSHIP	WASHINGTON, DC 20006	\$458.00
	11/26/2007	11/23/2007	WAL-MART #1534	BISMARCK (N), ND 58503	\$4.90
	11/26/2007	11/25/2007	UPS 0000566526	800-811-1648, GA 30328	\$205.69
	12/03/2007	12/02/2007	UPS 0000566526	800-811-1648, GA 30328	\$295.14
Total Number of Transactions for BERG, RONDA K : 17					-\$4,361.74

From here you can either "Open" or "Save" the file.